

**United States Department of the Interior  
BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
P.O. Box 25047  
Denver, Colorado 80225-0047**

January 11, 2001

In Reply Refer To:  
1400-711 (HR-220)P

EMS TRANSMISSION 1/11/01  
Instruction Bulletin No. HR-01-028  
Expires: 9/30/02

To: All State/Center Directors, and SPOs

From: Director, National Human Resources Management Center

Subject: Representation Rights for Employees in Bargaining Units

The Civil Service Reform Act (CSRA), Section 7114(a)(2)(B) provides a representation right for a bargaining unit member who reasonably believes that an investigative examination may result in a disciplinary action.

Section 7114(a)(3) of the CSRA further requires that each agency inform its employees annually of these rights.

A notice to bargaining unit members is attached which provides the language required by the statute. The notice is to be reproduced and a copy given to each bargaining unit member. In addition, a copy of the notice should be posted on bulletin boards in offices which have bargaining units. New bargaining unit members should be furnished a copy of the notice when they enter on duty. If a new bargaining unit is established, each member of that unit should receive a notice upon receipt of the Certification of Representation.

If preferred, the notice may be prepared for your signature or other appropriate management official designated by you (i.e., the Personnel Officer, or those Field Managers where exclusive recognition has been extended to a union). However, the content of this notice should not be modified in any way as it contains the specific language required by the CSRA.

Signed by  
Linda Sedbrook  
Director, NHRMC

Authenticated by  
Luron Porter  
Staff Assistant

1 Attachment

1 - Notice of Right to Request Union Representation (1p)

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Memorandum

To: All Bureau of Land Management Employees Represented by an Exclusive Union

From: Director, National Human Resources Management Center

Subject: Notice of Right to Request Union Representation

The Civil Service Reform Act gives employees in unit represented by an exclusive labor organization the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

Section 7114(a) of the Civil Service Reform Act of 1978 states that:

- “(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at –
  - (B) an examination of any employee in the unit by a representative of the agency in connection with an investigation if –
    - (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
    - (iii) the employee requests representation.”

Therefore, as required by Section 7114(a)(3), you are hereby given annual notice of the right set forth in 5 U.S.C. 7114(a)(2)(B).

Linda D. Sedbrook

Attachment 1

